

21 November 1946

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS
 ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS
 ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
 ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
 CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF
 CHIEF, ADVISORY COUNCIL
 SECRETARY, NIA

SUBJECT: Code Designations for Originators of Correspondence

1. It is requested that the following code symbols be used by the several Offices of CIG in preparing correspondence to the Director, Deputy Director, or the Executive Director, or correspondence for the signature of any of these three officers:

D - Director of Central Intelligence
 DD - Deputy Director
 ED - Executive Director
 PA - Executive for Personnel and Administration
 S - Secretary, NIA
 I - Interdepartmental Coordinating and Planning Staff
 OSO - Office of Special Operations
 ORE - Office of Reports and Estimates
 OCD - Office of Collection and Dissemination
 OO - Office of Operations
 25X1A8B OO/C - Office of Operations
 STATSPEC OO/FB - Office of Operations

2. The code letters will be indicated on the "Stayback" and Central Records copies of correspondence, as well as the Executive Office Registry copy when prepared for the signature of the Director, Deputy Director, or Executive Director, when addressed to organizations or individuals outside of CIG, but not on the original. Correspondence within CIG will indicate the symbols on the original.

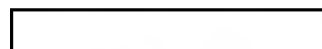
3. In the event that copies of correspondence should be sent to activities outside the CIG, the symbols will not be shown.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A9A



Central Records
 P & A Division Chiefs - Mr. Saunders
 Stayback



25X1A9A

Colonel, CAC
 Executive for Personnel and Administration

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